

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: FOOD SERVICE SAFETY AND INFECTION CONTROL PLAN

NUMBER: NN-PC-NS-04

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ORIGINAL DATE: 03/27/95

REVIEW/REVISE DATE: 11/28/2001, 10/07/04, 09/06/07, 5/20/10

APPROVAL: Rosalyn Reynolds {s/}, Agency Director

I. PURPOSE

The purpose of this policy is to ensure the health and safety of consumers, staff and employees by providing a physically safe environment, acceptable standards of sanitation and cleanliness, and provisions for wholesome food. Ensure that training programs, guidelines and standards are developed and implemented to provide and promote a safe and healthy facility environment.

II. POLICY

It is the policy of the Food Service Department to provide a safe and healthy environment for consumers, staff and visitors by responding to unsafe or unsanitary situations or health hazards. Maintaining a physically safe environment includes keeping the facility and equipment in good condition, maintaining and inspecting the physical structures, heating, ventilation and air conditioning systems

and lighting, promoting standards of cleanliness, personal hygiene, safety and providing training to meet State and Federal hospital health and sanitation regulations.

III. REFERENCES

- A. Mental Health Facilities - Rules and Regulations of 10-22-71 incorporated into Nevada Administrative Code (NAC) Chapter 449, 449.593, 449.596, 449.599
- B. Nevada Administrative Code chapter 446, Food and Drink Establishments, January 1993, Division of Health, Consumer Protection Services.
- C. Food Service Manual for Health Care Institutions, 1988 Edition, Ruby P. Puckett, Bonnie B. Miller.
- D. Applicable infection control policies and procedures pertaining to food service departments or related establishments.
- E. Nutrition and Food Service Department Infection Control Operational Procedures.

IV. PROCEDURE

- 1. The Food Service Department shall follow all infection control policy and procedure directives from the Northern Nevada Adult Mental Health Services (NNAMHS) Infection Control Committee, in order to reduce the risk of infectious disease.
- 2. Employees shall wash hands frequently at conveniently located hand sinks. Soap used for washing hands shall be approved through the Infection

Control Committee. Fingernail brushes are available at sinks.

3. Employees shall report any damaged or malfunctioning equipment, electrical connections, plumbing or steam malfunctions to their supervisor for maintenance to check and repair.
4. Methods shall be implemented in the provision of wholesome foods.
 - a. Food shall be purchased from approved sources and vendors meeting specified quality, quantity, and sanitary controls.
 - b. Perishable and non-perishable food supplies shall be stored in accordance with state and federal health regulations.
 - c. Food shall be prepared in accordance with accepted food and sanitation handling practices and adequate processing guidelines.
 - d. Food shall be served and delivered in a manner designed to control bacterial growth and eliminate the potential for cross-contamination.
 - e. Upon receipt of delivery, food and non-food supplies shall be inspected and placed in proper storage areas at the appropriate temperatures.
5. The layout of the Food Service Department shall facilitate effective practices. The environment shall be maintained in a physically safe and sanitary manner.
 - a. Exits shall be free of obstacles and sufficient to permit evacuation of food service staff.
 - b. Floors shall be kept clean, dry or maintained with floor mats. Rubber textured floor mats shall be used in the ware washing area to prevent slips and falls.

- c. Walls, windows and doors shall be maintained in good repair to ensure safe occupancy.
 - d. Fire and safety protection rules and regulations shall be adhered to.
 - e. There shall be adequate working space and safe clearance for aisles, doors, loading stations, and traffic areas.
6. Food preparation areas shall be checked and evaluated routinely to ensure that acceptable standards are being met.
- a. Ventilation hoods shall be provided where needed and shall be free of grease and dust.
 - b. There shall be adequate ventilation and lighting. Light fixtures shall be provided with plastic protectors or guards and kept clean.
 - c. Food utensils and equipment shall be stored in clean dry places at proper height from the floor and protected from flies, dust, and other contaminants.
 - d. Food shall be stored in production areas in tightly closed, dated and labeled containers.
 - e. Dropped items or spills shall be cleaned up as soon as possible.
 - f. Frozen food shall be defrosted under refrigeration, in cold water in original wrapping or in the microwave. Food shall not be defrosted at room temperature.
 - g. A metal, stem thermometer or digital thermometer shall be used to check food temperatures during food preparation and service to maintain hot foods at 140°F or higher, cold foods 40°F and lower.
 - h. Pesticides, cleaning supplies and other potentially hazardous

chemicals shall be labeled and located in areas away from food to avoid possible contamination.

- i. Adequate garbage or trash receptacles shall be conveniently located, frequently emptied and clean.
 - j. Provisions shall be made for safe disposing of chipped, cracked, or broken dishes and cutlery.
7. Dry, refrigerated and freezer storage shall meet safety and sanitation standards.
- a. Opened bulk food supplies shall be stored in labeled plastic or metal containers with tight fitting lids.
 - b. Non-food supplies shall be stored separate from food supplies.
 - c. Storage areas shall be free from insulated steam and hot water pipes or other heat-producing or moisture-producing devices.
 - d. Walls, floors and shelves shall be free of spills and debris.
 - e. Properly functioning thermometers shall be located in storage areas. Temperatures shall be maintained 40°F (7°C) or lower in refrigerators and 0°F (-18°C) or lower in freezers.
 - f. Food supplies shall be arranged to allow proper air circulation; stored off the floor and not above the head.
- g. Food supplies; fresh or cooked shall, be properly wrapped, dated, or labeled. Food that is dated shall be rotated and utilized within one to three days or according to standard procedures.
8. Food service and delivery to various units or kitchen areas shall meet safety and sanitation standards.

- a. Food on display shall be protected from contamination by packaging, covering, protective devices, or other means.
 - b. Potentially hazardous food containing protein, such as milk, milk products, eggs, meat, poultry, fish, shellfish, and low acid vegetables such as corn, peas, beets, and beans shall be held at lower than 40°F (7°C) or higher than 140°F (60°C). Temperatures shall be checked periodically before and during meal service.
 - c. Food Service or other employees shall handle food with utensils, disposable gloves and wear hair restraints such as hairnets or caps.
 - d. Milk and milk products shall be served in unopened commercially filled containers. If milk is obtained from sanitary bulk dispensers, it shall be covered upon meal service and during meal preparation.
 - e. Adequate means shall be provided for the removal of soiled plastic ware from consumers, guest or staff.
 - f. Cargo, delivery, and disposal areas shall be cleaned routinely and kept free of debris and potentially hazardous materials.
9. Food service equipment shall be checked and evaluated for temperature control, cleanliness, cutting blade condition, deterioration affecting safe operation or sanitation and other similar factors.
- a. Refrigeration temperatures shall be checked and recorded daily.
 - b. Warewasher temperatures shall be checked periodically during a 24-hour work schedule. Thermometers shall be operating during wash and rinse cycle and proper temperatures maintained and recorded.
 - c. Walk-in refrigerators and freezers shall have door release latches that open from inside.

- d. Preventive maintenance checks shall be established and records kept ensuring that all equipment is maintained and reviewed routinely.
 - e. Standards and procedures for equipment cleanliness shall be established.
 - f. Electrical, gas and water equipment shall be constructed and installed in accordance with state and federal standards and codes. Electrical equipment shall be properly grounded.
 - g. All exposed water and steam pipes shall be protected with insulated covering, and drains shall flow freely.
 - h. Noise level from operation of equipment shall be minimal and within the guidelines set by OSHA regulations.
 - i. Power to meat slicers, mixers, and choppers shall be disconnected when the equipment is being cleaned.
 - j. Equipment guards on meat slicers, choppers and similar equipment shall be in place at all times.
10. The holding, transferring and disposing of garbage shall be carried out in a manner to maintain a rodent free environment and minimize pest infestations to prevent the transmission of disease.
- a. Adequate non-absorbent trash and garbage containers shall be provided throughout the Food Service Department.
 - b. Containers shall be emptied frequently, washed and sanitized regularly with the Infection Control Committee approved product.
 - c. Garbage or trash shall be disposed of in accordance with State and

Federal regulations.

- d. Proper storage shall be available for brooms, mops, cleaning utensils and chemicals. Cleaning utensils and chemicals shall be stored away from department food production and service areas. MSDS sheets shall be available on all chemicals used throughout the Food Service Department.
 - e. Adequate receptacles for waste materials and soiled linens shall be provided.
11. Food Service employees shall comply with state and federal regulations regarding food handling, physical examinations, and safe work environment.
- a. Employees shall wear hairnets, caps, or other adequate hair restraints. Employees shall wear safe clothing and shoes such as clean aprons, uniforms, hard toed, low healed, rubber soled or safety shoes. Heavy coats and gloves shall be worn in walk-in refrigerators and freezers as necessary. Employees shall wear minimal amounts of jewelry; bracelets and dangling earrings shall not be worn.
 - b. Employees shall use ladders, step stools or crates to reach supplies, equipment or attachments stored on high shelves.
 - c. Employees shall use protective guards and safety devices for potentially dangerous equipment such as meat slicers, food shredders and choppers, oven, grills, mixers, steam and hot water containing equipment. Use dry potholders or heavy cloth to handle hot utensils.
 - d. Employees shall use appropriate tools for opening cartons, cans,

cases, and other containers.

- e. Employees shall follow safe procedures for lifting heavy objects.
 - 1) Wear back support vests or receive training and have knowledge of proper lifting procedures to protect the lower back and reduce the risk of back problems and body injuries.
- f. Employees shall carefully follow established operating instructions for all utensils, equipment, and attachments.
- g. Employees shall properly store sharp knives to prevent accidental cuts. Chopping, cutting and slicing shall be done on appropriate cutting boards.
- h. Disposable gloves shall be properly used by food service or other employees.
- i. Employees shall eat, and drink only in designated areas using appropriate drinking containers with lids.
- j. Wet floor signs shall be used to warn personnel and customers.
- k. Employees shall follow appropriate Infection Control guidelines for colds, other communicable diseases, and infected cuts, sores or burns.
- l. Employees shall adhere to established procedures regarding infection control and employment physical examination screenings and tests. Employees shall comply with food handling principles according to state and federal regulations.
- m. Signs prohibiting unauthorized personnel from entering the food service department shall be posted and enforced by the Food

Service Director.

- n. Employees shall be educated and participate in fire prevention and safety training.
- o. Employees shall be trained in the proper use of cleaning supplies and chemicals, care and operation of kitchen equipment.
- p. Employees shall be educated and participate in infection control processes and procedures that pertain to the Food Service Department.
- q. Consumers designated as being in an infectious state and requiring isolation precautions shall be served meals, snacks, and other forms of food on disposable food service equipment or utensils. Food shall be served by nursing or other responsible staff. After completion of a meal, dispose of all liquids and soft foods in the toilet, and discard disposable food service equipment or utensils in the trash receptacle inside the consumer's room or other approved location. It shall be the responsibility of nursing to arrange and deliver all foods to the consumer in the proper disposable food service equipment and utensils provided. No food, utensils, or other materials shall be received in the kitchen after entering an isolation area.